

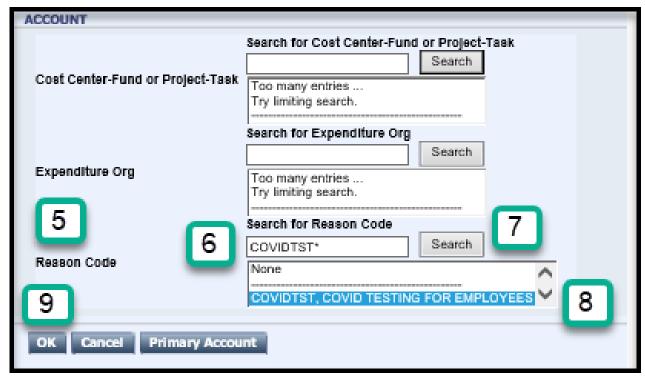
Adding COVIDTST Reason Code - HTML

How do I add the COVIDTST Reason Code to my timecard?

- Add a row by clicking the "Add a Row" button
- 2. Select the Pay Code: Hours Worked for the new row;
- 3. Enter the amount of Hours to designate as **COVIDTST** for the day and reduce hours on the old row, so total daily hours equal scheduled hours.
- 4. Under the Transfer column, click the magnifying glass to Search



- 5. Look to the Reason Code section
- 6. Enter **COVIDTST*** (The asterisk is required to search)
- 7. Click Search
- 8. Highlight the words "COVIDTST, COVID TESTING FOR EMPLOYEES"
- 9. Click OK



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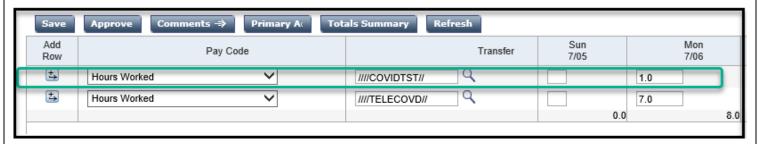


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10. After the initial search, the Reason Code will be remembered in your last five Transfers Dropdowns (Note: This gets periodically cleared)



11. The timecard will look like this:



The **COVIDTST** Reason Code should be used for travel time <u>from County work site</u> to the appointment and <u>back to the County work site</u>, appointment time and any appointment wait time should be captured as <u>Hours Worked</u>. <u>Travel time from home to the appointment and returning home is considered your normal work commute and should not be recorded</u>.

Note – If you find that you are not able to utilize any of the drop-down features of MCtime, it is most likely a compatibility and trusted sites issue. On the MCtime Informational website, www.montgomerycountymd.gov/MCtime, is a Job Aid: **Technical Issue Checking**Compatibility. If you are not comfortable troubleshooting on your own, please contact the Help Desk at 240-777-2828, for assistance.

Questions related to how to enter a Project Task, Expenditure Org or Reason Code should be directed to **MCtime** at MCtime.Finance@montgomerycountymd.gov.

